



Traffic Engineering Technician Job Code: 0175

Originated: 03/06

Salary Grade: 1298

FLSA: Non-Exempt

Revised: 08/06

EEO Code: 22

Supervisory: No

HR Ordinance Status: Classified

CLASS SUMMARY

Assists with traffic engineering projects and activities, including traffic operations issues, conducting traffic studies, conducting traffic signal plan reviews and traffic signal construction projects.

DISTINGUISHING CHARACTERISTICS

The Traffic Technician I is the entry level position in the Traffic Engineering Technician series. This is not a supervisory job classification.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Investigates and prepares reports on traffic operation issues in the field and responds in a timely manner to citizen concerns and service requests regarding safety issues, traffic control problems and roadway operational improvements. Defines problem areas and makes decisions to effect change and is responsible for those decisions. Prepares and processes work orders for signing, striping and roadway geometric improvements.
- Collects traffic data from the field, including manual and machine vehicle counts, radar speed measurements, classification studies, bicycle and pedestrian counts and parking utilization and turnover studies.
- Conducts annual reviews of traffic control devices and evaluates intersection sight distance throughout an assigned geographical area. Works as part of a team with the Traffic Engineering Analysts; providing information and data; making recommendations; and conveying observations to the team for more thorough analysis, if necessary.
- Attends pre-construction meetings; reviews and approves construction traffic control plans submitted by outside contractors and developers and recommends changes. Occasionally assists other City divisions and private contractors with field layouts of signing and striping plans.
- Measures, counts and makes calculations, issues and completes detailed written work orders in a clear and precise manner to ensure that the final product conforms to professional or industry standards.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Principals, practices and methods used in civil and traffic engineering, including; law, symbols, terminology, traffic data collection techniques and statistical survey procedures.

Traffic laws, ordinances and rules involved in motor vehicle operation.

Microsoft Windows Office products.

Ability to:

Learn and utilize current traffic engineering procedures.

Read and interpret maps and plans.

Prepare and present oral and written analytical reports, write detailed work orders, effectively communicate verbally and in writing.

Perform preventative maintenance on equipment either directly or through contact with appropriate vendors or suppliers.

Interpret, comprehend and make inferences from written reference material such as the Manual on Uniform Traffic Control Devices, Scottsdale Design Standards and Policies Manual, City of Phoenix Barricade Manual, Title 28 of the Arizona Revised Statutes and other pertinent references.

Make mathematical calculations.

Listen, communicate and work effectively with a diverse group of people.

Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.

Establish and maintain effective working relationships with City staff and the general public.

Complete required OSHA/Safety Training as required.

Education and Experience:

A high school diploma or GED equivalent and three years of paraprofessional traffic technician experience.

Licensing and Other Requirements:

A valid driver's license with no major driving citations in the last 39 months is required for all driving positions.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

- Works under general direction of the Traffic Engineering Technology Supervisor in the Transportation Department and within standard operating procedures.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Some work is performed in a normal City office environment and field work environments.
- Lift, carry and install traffic counting equipment weighing approximately 15 pounds, bend and stoop in and around vehicle travel lanes and roadway shoulders.
- Physical agility to move in and out of traffic lanes.
- Operates a motor vehicle, aerial lift truck, traffic signal cabinet, camera, measuring devices and hand tools.
- Access paved, gravel or rocky areas.
- Perceive and discriminate colors or shades of colors, sounds and visual cues or signals.
- Moderate exposure such as dirt, dust, odors, humidity, temperature and noise extremes, heights, machinery, vibrations, electric currents, traffic hazards, or bright/dim light.
- Moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, which may involve some lifting, carrying, pushing and/or pulling of objects and materials weighing approximately 20 pounds.
- Visual and muscular dexterity to operate equipment, computer and two-way radio.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Travel to/from various City locations.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.